

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

**Correctional Counselor
(*LATERAL TRANSFER CANDIDATES ONLY*)**

Please follow the specific application filing instructions at the bottom of this page!

Open To: Department of Correction Correctional Counselors Only (Lateral Transfers)

Location: Sentence Calculation & Interstate Management Unit
Walker Building, Suffield

Hours: 36.25, Monday -Friday

Salary: CO-12 \$57,793 - \$75,460 Annually

Position: 037451

Closing Date: November 3, 2015

Eligibility Requirement:

To apply for this position, **you must currently hold the title of Correctional Counselor. This opportunity is being offered to lateral transfer candidates only.**

Minimum Qualifications:

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of case work methods and techniques and current correctional practices including inmate classification systems and parole practices; considerable knowledge of individual and social factors contributing to delinquency and crime; considerable knowledge of counseling principles and techniques; considerable knowledge of welfare resources; knowledge of substance abuse and current correctional treatment practices; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to plan and organize a case work program; and ability to utilize computer software; ability to prepare clear and concise reports on case histories; ability to organize time, set priorities and manage workload, performs related duties as required.

Preferred Experience:

Candidates with the following experience will be given preference: knowledge and application of offender classification system, understanding and experience with Risk Reduction Earned Credit rules and associated administrative directive, ability to generate and update Offender Accountability Plans, experience using the Inmate Query system to generate reports and provide statistical information, prepare written reviews and assessments of offender histories, review and revise policies and procedures, and use of the RT3 system for tracking DOC programming and conducting audits. Experience in providing training and/or technical assistance to DOC staff and/or staff from other agencies. Ability to respond to inquiries telephonically, by email and via memorandum/letter including preparation of formal written correspondence to offenders and attorneys. Create and maintain electronic audit logs for tracking purposes. Candidates shall have strong communication and mentoring skills with colleagues/supervisors and be highly organized and detail oriented.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Interested Correctional Counselors should submit a cover letter, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf . Please submit your information via mail or email (no faxes) to:

Jim Faulkner, HR Specialist
Department of Correction
Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109
james.faulkner@ct.gov

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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